



# ALABAMA PRIVATE INVESTIGATION BOARD Continuing Education Reporting Form



*Instructions:* This form is for licensees to keep a record of the required continuing education for license renewal. Please update this form each time a CEU is completed and attach a copy of proof of having completed each CEU. The licensee will need to keep this in their files for use when the license is renewed. Each renewal season you will be notified when to send this form and supporting documents into the Board office.

*Requirements:* Each licensee is required to complete sixteen (16) hours of continuing education units (CEU's) over the two-year licensure period. Of these required hours, two (2) hours in Ethics will be required over the two (2) year licensure period. Initial licensure periods, which are less than two (2) years, will be prorated for eight (8) CEU's if the licensure period is one year or less. Of these required hours, one (1) hour in Ethics will be required. Please refer to CHAPTER 741-X-7 – Continuing Education in the Rules and Regulations of the Board for detailed information.

*Units of Measure:* for continuing education shall be:

**For Traditional CEU's:**

1 contact hour = 50 minutes  
0.5 contact hour = 25 minutes

**For College or University Courses:**

15 contact hours = 1 academic semester quarter hour  
10 contact hours = 1 academic quarter credit hour

Please complete the below information:

Name: \_\_\_\_\_ LPI#: \_\_\_\_\_ Date License was Issued: \_\_\_\_\_

Reporting Period \_\_\_\_\_ to \_\_\_\_\_ Total Number of Hours Earned: \_\_\_\_\_

**Section 1 – Ethics.**

Two (2) CEU's are required in Ethics for each license renewal period (CHAPTER 741-X-7-.01 (4)(a) of the Rules and Regulations).

Please list below each CEU taken and completed for Ethics credit:

| Course ID | Course Title | Start Time – End Time | Providing Organization | CEU's Earned |
|-----------|--------------|-----------------------|------------------------|--------------|
|           |              |                       |                        |              |
|           |              |                       |                        |              |
|           |              |                       |                        |              |

Enter Total Number of Ethics CEU's: \_\_\_\_\_



- Membership in professional organizations, holding office in, or participating on boards or committees pertaining to Private Investigation may be counted up to two (2) hours for each renewal period.

| Organization | Term of Membership | Office Held | Board or Committee | Specific Participation |
|--------------|--------------------|-------------|--------------------|------------------------|
|              |                    |             |                    |                        |
|              |                    |             |                    |                        |

Number of CEU's Earned: \_\_\_\_\_

- By completing a self-study course, such as a course offered on the internet, which has been approved by the Alabama Private Investigators Association or the Board for a specific number of continuing education hours. No more than eight (8) contact hours of continuing education units of self-study may be applied for a renewal of a license.

| Self-Study Course Title | Approved By | Date | CEU's Earned |
|-------------------------|-------------|------|--------------|
|                         |             |      |              |
|                         |             |      |              |
|                         |             |      |              |
|                         |             |      |              |
|                         |             |      |              |
|                         |             |      |              |

Number of CEU's Earned: \_\_\_\_\_

- Preparation and presentation of a lecture approved for continuing education hours shall be eligible for two (2) contact hours for each contact hour of presentation for the first presentation. Subsequent presentations of the same lecture will not be awarded additional contact hours.

| Name of Presentation | Presented To | Date of Presentation | Time of Presentation | CEU's Earned |
|----------------------|--------------|----------------------|----------------------|--------------|
|                      |              |                      | to                   |              |
|                      |              |                      | to                   |              |

Number of CEU's Earned: \_\_\_\_\_

**Section 4 – Affidavit.**

I, \_\_\_\_\_, affirm that this report is based on the requirements set forth in the Alabama Private Investigation Boards Administrative Code Section 741-X-7-.01 Continuing Education. I affirm that all the information submitted with this form is an accurate and true representation of my continuing education activities for meeting the requirements for renewal of my Alabama Private Investigator License.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date